

PERS

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DD/A 74-3455

6 SEP 1974

DD/A Registry

personnel - 5

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Status of Dr. [ ] Papers on the Clerical Career Service

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REFERENCES : (a) Memo to EO/DDM&S fr Dr. [ ] dtd 23 May 74, subj: Clerical Career Service  
(b) Memo to EO/DDM&S fr Dr. [ ] dtd 2 May 74, subj: Interviews with Clerical Personnel

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1. The memorandum of 23 May raised the desirability of a management examination of the key aspects relevant to the establishment of a clerical career service before undertaking a survey "which undoubtedly (will) create certain expectations on the part of clerical personnel." Subsequently, proposals by the DDO did indeed move the topic into the Management Committee arena.

2. It is my recommendation that we hold a survey of clerical personnel in abeyance until the Management Committee evaluates the proposals before it. I expect that whatever career system is finally adopted for clerical personnel, surveys will be an important tool for monitoring employee attitudes, providing management information on how well the system is working, and assuring that clerical employees are aware of management interest in their views and progress.

(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

Att  
As Stated

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OP/P&C/PS/ [ ] plc (28 Aug 74)

DDIA 74-4280

30 OCT 1974

Personnel 5

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Career Systems for Clericals

1. By the decision of the Management Committee on 11 September 1974, each Career Service was to conduct a review on how best to proceed and report to the Management Committee within sixty days. I have asked Plans Staff/Office of Personnel also to prepare action approaches amplifying their earlier paper, "A Proposal--Career Systems for Clericals," which had been presented to that session of the Management Committee. Attached to this memorandum for your information are copies of both the initial paper (Tab B) and the amplifying "action approaches" (Tab A).

2. In the "action approaches," the left-hand column is keyed to a consolidated version of the 16 recommendations contained in the original paper, "A Proposal . . . ." The right-hand column enumerates those actions already taken and suggests how the Career Services might undertake the steps remaining to be taken. We have assumed that there will be some differences in approach and in emphasis among the Career Services and that it is desirable to tolerate some flexibility. The development of a clerical career system should now receive priority. We welcome the importance that the Management Committee attaches to getting on with the job.

3. It is probable that some senior clericals in one or another Career Service might not be able to find appropriate assignments at some time or another within their own Career Service. In such cases, effective use of personnel would require a proper spirit of mutual accommodation among Career Services. I expect that the Office of Personnel might play a catalytic role in the solution of such problems.

4. While the paper talks about career systems for clericals, it is recognized that it may be more meaningful to divide up this large basket of personnel into sub-groups, such as secretarial, information processing, registry, and the like, for career management and evaluation purposes.

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5. The Office of Personnel would be glad to provide assistance to the Career Services if they wish. We have already begun to assemble copies of various forms that have been used by some components and that might be helpful to the Career Services.

(Signed) F. W. M. Janney  
F. W. M. Janney  
Director of Personnel

Attachments

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OP/P&C/RS/[ ]:plc (21 Oct 74)  
Revised: D/Pers:FWMJanney:bkf (29 Oct 74)

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